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Writer's Direct Line

MEMORANDUM 04-10

TO: District Directors  
District Construction Engineers  
District Materials & Testing Engineers  
Toll Road Operations Engineers  
Area Engineers  
Project Engineers/Supervisors

FROM: Dennis A. Kuchler, Chief  
Contracts and Construction Division 

Subject: Traffic Control and Maintenance of Traffic Control Devices

This memo is being sent out to further define the duties of the Contractor and INDOT personnel with regards to traffic control and maintenance of traffic control devices.

Let me emphasize from the start that it is expected that the Contractor and INDOT will communicate on a continual basis during the course of a project to assure that traffic control is kept up to the high standard required for the smooth, safe flow of traffic through the work zone.

The standard specifications require that INDOT provide a traffic control plan to the Contractor. If a contract specific traffic control plan is not in the plan sheets for the contract (or in the proposal for some contracts) then INDOT personnel should decide if one can be readily drawn up using the standard sheets or MUTCD. This should then be discussed with the Contractor. If this cannot be readily done then the PE/S should contact the designer of the plans to have one put together to meet the needs of the contract. INDOT does not expect the Contractor to design maintenance of traffic (MOT) plans.

Once there is an acceptable MOT plan for the contract and it has been given to the Contractor, the Contractor is responsible for field layout, placement, operation, maintenance and the removal of the temporary traffic control devices. The person in charge of this activity is the **Contractor's Certified Worksite Traffic Supervisor (CWTS)**. A copy of the certification shall be given to the PE/S prior to the start of construction or the placement of the temporary traffic control devices. The supervisor shall be responsible for directing all of the above duties. This person shall also ensure that all traffic control devices except for temporary concrete barrier meet **acceptable standards** as outlined in the plans, specifications and ATTSA's "Quality Standards for Work Zone Traffic Control Devices" prior to installation.

The CWTS shall also ensure that the devices can be installed in accordance with all requirements and report any problems to the PE/S so that a resolution can be worked out. The PE/S will review the field layout **before** placement of the devices and either concur with the layout or work with the Contractor and Designer for resolution of any questions or problems that arise. **INDOT does not expect the CWTS to be on the site at all times, however the CWTS shall be present for the initial set up and all phase changes during the life of the project.** The CWTS may designate responsible Contractor personnel to perform day to day operation and maintenance of the temporary traffic control devices. These responsible personnel shall work under the direction of the CWTS and their names given to the PE/S.

The Contractor shall complete a traffic control device report weekly. The report does not always need to be filled out by the CWTS but must be reviewed by the CWTS for completeness and accuracy. If the report is filled out by the CWTS then that person shall sign it. If the report is not filled out by the CWTS then it shall be signed by the person who filled it out and initialed by the CWTS that he or she reviewed it. The report shall then be submitted to the PE/S who will sign and date the report only to acknowledge receipt of the report. The PE/S should write **Received By** then sign the report and date it. **The PE/S is not reviewing the report for either completeness or accuracy.** The PE/S will then keep a copy of the report for the contract records. The intent of the report is to insure that the traffic control devices are looked at daily. There could be times during the life of the project that daily checks are not needed because there are very few devices in place and that there are no lanes closures, edge drop offs, safety concerns or work being performed. If the CWTS feels that this situation exists and wants to check the traffic control devices less than daily for a certain period of time, the CWTS and PE/S must agree on how often they should be checked.

The Contractor is responsible to assure that the temporary devices on the project are maintained in an acceptable manner. All devices when placed are expected to be acceptable based on the ATTSA manual referenced above at the time of initial placement. The Contractor is then permitted to have up to 25% of any single device to be in the marginal category. **When the numbers of devices in a category exceed the 25% limit, all non-compliance devices in that category are subject to penalty as per 105.14 and must be replaced with acceptable devices or penalties will continue to be assessed.**

INDOT expects our PE/S to partner with the Contractor to assure that our traffic control is properly maintained. Traffic control devices do not as a rule become in non-compliance over night. Also the marginal rating is open to subjectivity. Therefore when the PE/S finds that the traffic control is reaching non-compliance it should be brought to the attention of the Contractor who should also be aware of this fact if they are properly monitoring the condition of the devices. When the PE/S finds any type of device with more than 25% in the marginal category, the required penalties will be charged. There should be no leniency given with regard to the charging of the penalties. In other words the PE/S should be working with the Contractor up until the time of non-compliance, but when non-compliance is reached the penalties will be charged. This is the way the Contractors want INDOT to handle the issue.

Proper maintenance and upkeep of traffic control devices is of paramount importance and Contractors need to keep their traffic control set ups in proper order and condition. Failure to give the proper attention to traffic control should flag the need for a meeting involving the prime contractor and the INDOT Area Engineer. **If proper maintenance continues to be a problem, this should result in the PE/S filling out and submitting a CR-2 on the Contractors involved.** This could be a major safety issue and should not be allowed to continue.

Again, it is expected that INDOT and the Contractors will communicate openly on the issue of traffic control and work together in a partnering atmosphere to keep our work zone traffic controls effective. Our standard specifications will be changed in the near future to reflect the statements made in this memorandum. If you should have any questions on this issue please call you Field Engineer.

DAK:dak